

Section: D	Policy Number: D-015	Approval Date: December 17, 2014.
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HEALTH and SAFETY ORIENTATION POLICY

Policy:

Community Living-Central Huron work locations may present hazards; therefore, the Agency has implemented a Health and Safety Orientation Program to ensure that new or returning employees and volunteers are provided with information regarding working conditions, so they may perform their job in the safest possible manner. This orientation procedure will be used for newly hired employees, including students, co-op placements, contract Staff and volunteers; as well as employees and volunteers returning from periods of absence.

Purpose:

To provide guidance, direction, consistency and a checklist to ensure employees and volunteers of Community Living-Central Huron receive complete and up-to-date information on health and safety policies and procedures.

Responsibilities:

Community Living-Central Huron utilizes means to orientate new and returning employees and volunteers. It is the responsibility of the employee's or volunteer's direct Supervisor to provide a comprehensive orientation to Community Living-Central Huron work locations and safe work policies and procedures. Employees and volunteers are responsible to take part in the orientation process and follow the policies and procedures outlined during this process. Failure to participate in health and safety orientation is subject to discipline up to and including dismissal from the Agency's employment or to no longer provide volunteer supports.

Definitions:

Orientation: means an introduction/beginning for employees and volunteers to familiarize themselves with the Agency's Philosophy, Service Principles, work practices, changed work practices, policies, procedures, protocols, expectations and to acquaint themselves with the individuals they will be supporting. Orientation for health and safety is inclusive of the above, but also all policies, procedures and checklists related to safe work practices. Orientation for health and safety is conducted both on and off-site, within the work locations and at Central Administration.

Re-Orientation: occurs when an employee has been away from their job for various reasons (ie. Maternity/Parental; Short/Long Term Disability; WSIB; Leaves, etc.), or if changes in support protocols/procedures occur or performance concerns arise. The relevant Coordinator and/or Supervisor will determine the extent of re-orientation based on individual circumstances and document such re-orientation on the designated re-orientation checklist.

Procedures:

Employees and/or Volunteers:

All new and/or returning employees and volunteers are required to participate in Health and Safety Orientation; new employees and volunteers will also be given an overview of the Agency. The immediate Supervisor of the new and/or returning employee or volunteer is responsible for health and safety orientation. Specific and relevant health and safety information will be reviewed with them, including the items listed below; this list is not intended to be exhaustive:

- Health and Safety Policy Statement;
- Bullying, Harassment and Workplace Violence Policy and Procedures;
- An explanation of the function, operation and composition of the Committee of Location Health and Safety Representatives;
- Ministry of Labour's "Health & Safety at Work, Prevention Starts Here";
- An overview of applicable sections of the Occupational Health and Safety Act and its regulations;
- A review of the Health and Safety responsibilities, paying particular attention to the responsibilities of employees, volunteers and Supervisors;
- Instruction on fire and emergency evacuation procedures;
- Infection Control and Hazardous Substances Identification Procedures;
- Working alone;
- Location(s) specific Emergency Plan;
- Lifting and carrying;
- Ladders;
- Vehicle Information Binder/Training of wheelchair lifts (automatic and manual), Q-Straints, as applicable;
- A review of Community Living-Central Huron's RACE Tool - Hazard/Risk Registry;
- Reporting procedures for injury/illness or hazards in the workplace (Workplace Hazard & Suggestion Report);
- First Aid procedures; reporting workplace and non-workplace illness and/or injuries including claims procedures and Early and Safe Return to Work;
- WHMIS training and location of MSD Sheets;
- Work refusal procedures;
- Personal protective equipment, including footwear;
- Behavioural Support Plans and Profiles of people supported.

Health and safety orientation is ongoing; some components of this program must be presented before the employee or volunteer begins work while others are introduced during the orientation process, and as working conditions change. In addition to this orientation training, all locations may have specialized training for employees or volunteers which may be unique to their job responsibilities and people they are supporting. All training will be monitored and reviewed by the employee or volunteer's Supervisor and a training matrix is maintained for each employee and/or volunteer. The Health and Safety Orientation Checklist shown as Attachment A should be used for this purpose.

The new employee or volunteer will then be given a tour of their work location(s). During this tour the new employee or volunteer should be introduced to the Health and Safety Representative at their location (if possible). The following will be included in the **on-site** training:

- Showing the employee or volunteer emergency exits, fire extinguishers, Health and Safety postings and First Aid stations;
- Introducing the employee/volunteer to the individuals they will be supporting;
- Introducing the employee/volunteer to co-workers;
- Reviewing the specifics of the RACE Tool Hazard/Risk Registry for the job(s) the employee or volunteer will be performing;
- Fuse Panel and Water Shut Off;
- Snow removal/maintenance;
- Re-enforcing to the employee or volunteer, the importance of working safely, not taking chances and asking questions concerning things of which they are unsure;
- The employee or volunteer is then ready to start performing job tasks but should be closely observed by the Supervisor or designate.

During the first few days on the job, the Supervisor will frequently discuss job responsibilities and safety with the new employee or volunteer; this will allow the opportunity for questions and assess the need for additional orientation.

Supervisor:

All Supervisors will receive training in Health and Safety upon beginning employment or upon being promoted or transferred within the Agency. The employee's direct Supervisor is responsible to ensure this training occurs upon hire/promotion, as well as on an on-going basis, as may be required. This training will include, but may not be limited to:

- Occupational Health and Safety Act and its regulations with special emphasis on Health Care and Residential Facilities and those sections relating to Supervisors;
- Community Living-Central Huron Health and Safety Policies and Procedures;
- Bullying, Harassment and Workplace Violence Policy and Procedures;
- Supervisor's responsibilities for Health and Safety;
- Community Living-Central Huron's RACE Tool - Hazard/Risk Registry;
- Reporting procedures for injury/illness or hazards in the workplace (Workplace Hazard & Suggestion Report);
- Accident Investigations training;
- Workplace Inspections training;
- Work related and non-work related illness/injuries and Return to Work Policies and Procedures;
- How and when to deliver WHMIS training;
- Review of operating instructions for equipment and processes;
- Orientation and training requirements for employees and volunteers (as applicable) on safe work practices;
- Review of any present hazards, controls and/or precautions.

Related Policies:

Health and Safety Policy Statement (D-001)

Bullying, Harassment and Workplace Violence Policy and Procedures (D-007)

First Aid Policy and Procedures (D-011)

Working Alone Policy (D-012)

Infection Control and Hazardous Substances Identification Procedures (D-013)

Hazards/Risk Policy and Procedures (D-014)

Employee and Volunteer Orientation Policy (E-005)

Early and Safe Return to Work (E-016)

Attachments:

Attachment A - Health and Safety Orientation Checklist

**Community Living-Central Huron
Attachment A - Health and Safety Orientation Checklist**

	Complete (Yes/No/N/A)
Report unsafe equipment/conditions	
RACE Tool - Hazard/Risk Registry	
Vehicle Information Binder/Wheelchair Lifts/Q-Straints	
Reporting procedures for injury/illness or hazards in the workplace	
First Aid Training	
First Aid and WSIB Claims Procedures	
WHMIS Training	
Training for Members of the Committee of Location Health and Safety Representatives	

Acknowledgement:

By signing below, you identify that the above outlined items have been discussed, trained and a sign-off completed where required.

Employee Signature

Date

Supervisor Signature

Date